

Louisville Metro Human Relations Commission



Renewing Your PREQUALIFICATION Application

Navigating through the Contract
Compliance and Certification System
(CCCS)

HUMAN RELATIONS COMMISSION

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Contract Compliance & Certification System

Do business with Louisville Metro Government by registering, prequalifying, and/or certifying good faith efforts with minority, female and handicapped owned businesses!

Louisville Metro Government has a Contract Compliance & Certification System for monitoring equal access programs, enforcing equal access laws, and educating the public in order to achieve a bias-free living and working environment in the Louisville Metro geographical jurisdiction.

Prior to opening the Contract Compliance & Certification System, please make sure you use a Microsoft Internet Explorer browser version 9 or higher

(You may also access the CC&CS system with other browsers, such as Google Chrome, Mozilla Firefox, etc.)



[Click here for Contract Compliance & Certification System log-in](#)

PREQUALIFICATION

Our agency enforces and monitors Affirmative Action Plans for contractors and vendors doing business with Louisville Metro Government according to Louisville Metro Ordinance No. 214, Series 2005.

[Click here for Prequalification](#)

CERTIFICATION

In June 2007, the Louisville Metro Council re-enacted former City of Louisville Ordinance No. 140, Series 1988. The newly re-enacted Louisville Metro Ordinance No. 102, Series 2007, which is administrated by the Human Relations Commission, establishes the certification process for businesses owned, operated, and controlled by minorities, females, and persons with disabilities.

To qualify as an MBE/FBE/HBE, an applicant must provide proof that the company is at least 51% **owned, operated, and controlled by one or more minorities, females, or persons with a disability**. In order for a business to obtain certification, it must go through an application process that gathers information about the makeup of the organization.

[Apply for Certification Online](#)

VENDOR REGISTRY

The first step to doing business with Louisville Metro Government starts with Registering in

Department:

[Human Relations Commission](#)

Service Category:

[Business & Economic Development](#)
[City Management & Performance](#)
[Community Development](#)
[Jobs & Career Development](#)
[Legal & Professional Records](#)
[Permits, Applications & Licenses](#)
[Revenue & Taxes](#)

If you need to
Prequalify or Renew your
current Prequalification
application
You may be given the option
to do so
Here...

Human Relations Commission
(502) 574-3631

410 West Chestnut Street
Suite 300A
Louisville, KY 40202
8:00 a.m. - 5:00 p.m., Monday through
Friday



Chat with MetroCall...

Or, you may be guided directly to this page within the Contract Compliance and Certification System (CCCS)...

LouisvilleKY.gov

Residents Business Visitors Mayor Metro Council Departments Services Data & Maps

LouisvilleKY.gov Home >> Human Relations >> Contract Compliance and Certification System

Contract Compliance and Certification System

Louisville Metro Government HRC Vendor Prequalification

Thank you for your interest in doing business with Louisville Metro Government Human Relations Commission (HRC)!

Using our new Contract Compliance and Certification System (CCCS), the registration process takes only a couple of minutes. After registering your entity, you will automatically be logged into the system and directed to our Prequalification Application.

Only persons, firms, corporations and associations ("entities") that meet the Louisville Metro Government procurement policy threshold of \$20,000 or above must be a prequalified vendor. Prequalification is the process used to verify your entity is an equal opportunity employer and that you're properly utilizing minority, female and handicapped employees in your place of business.

If your entity meets our requirements for prequalification we strongly encourage you to complete the Registration and Prequalification Application process.

Prequalified Vendors may receive notification of bid opportunities with Louisville Metro Government procurement opportunities on a regular basis.

Should you have any questions, please feel free to contact the Human Relations Commission at hrc@louisvilleky.gov or call 502-574-1234, extension 1234. You may also contact us online or by email at hrc@louisvilleky.gov for your cooperation.

To continue, please select one option below.

Option 1

NEW Prequalification

You want to become Prequalified with Louisville Metro Government.

» [Create Account](#)

Option 2

Renew or Update Prequalification

Your entity is already Prequalified or Certified with Louisville Metro Government and you know your username and password to renew or update your information.

» [Login](#)

Your entity is already Prequalified or Certified with Louisville Metro Government but you can't remember your username or password.

» [Lookup Account](#)

After creating an account, you will be directed to the Vendor Prequalification Application. If you login to an existing account, click "Submit Prequalification Application" to the right of the "Dashboard".

Human Relations

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LouisvilleKY.gov Links

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System Links

- [Home/Login](#)
- [Find a Certified Business](#)
- [Become a Certified Company](#)
- [Louisville Metro Government Vendor Directory](#)
- [Become a Prequalified Vendor or Contractor](#)
- [Become a Registered Vendor](#)
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- [Help/First Time Visitors](#)

I Want To...

- [Find Good Faith Effort Paperwork](#)
- [File a Discrimination Complaint](#)
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- [View All](#)

Need Help?

- [Does My Firm Need to be Prequalified?](#)
- [Sign up for a Training Class](#)

***If you chose the Login option, you
will be guided to this page within
the CCCS.***

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Contract Compliance & Certification System

Welcome to Louisville Metro Human Relations Commission's (HRC) Contract Compliance and Certification System (CCCS).

In an effort to improve our services to the general public and other Metro departments, this system has been created to automate and streamline the collection and reporting of information necessary to do business with Louisville Metro Government.

This system will provide us more efficiency in capturing and ensuring compliance with the following:

- Certifying businesses as Minority, Female, or Handicapped-Owned Business Enterprises in accordance to LMCO § 37.66 and, if approved, list them in our certified directory
- Prequalifying those persons, firms, corporations, and associations to ensure the entity is not deficient in the utilization of minority groups, females, or handicapped persons in accordance to LMCO §37.27
- Ensuring contractors provide their best good faith efforts to utilize subcontractors that are Minority, Female or Handicapped-Owned, if the procurement situation includes the use of subcontractors in accordance to LMCO § 37.67.

System Access Login

Username:

Password:

☐ Remember username

Portal Links:

[Portal Sign-In](#)

[Find a Certified Business](#)

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[Louisville Metro Government](#)
[Vendor Directory](#)

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Contact

Human Relations Commission
(502) 574-2621

Once you have logged in, you will be guided to this page in the CCCS...

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Logged on as:

Vendor Profile: Vendor Registrations/Prequalifications

Help & Tools

General Info | Public Profile | Users | Commodity Codes | Contacts & Owners | Comments | Reviews | Certifications | Contracts | Site Visits | Registrations/Prequalifications

Nubian Consulting

System Vendor Number: 20234310

New Vendor Registration/Prequalification

Vendor Registrations/Prequalifications

Actions	Vendor Registration/Prequalification	Status	Submit Date	Review Date	Expiration Date	Contact	Flagged
View	Louisville Metro Government HRC Vendor Registration	Expired	10/28/2013	10/28/2013	10/28/2014		

Customer Support

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You will see that your Prequalification status indicates your application has "Expired"

If you wish, click
"View"
to review your now
expired Prequalification
application

Registration/Prequalification

Registrations/Prequalifications

Actions	Vendor Registration/Prequalification	Status	Submit Date	Review Date	Expiration Date	Contact	Flagged
View	Louisville Metro Government HRC Vendor Registration	Expired	10/28/2013	10/28/2013	10/28/2014		

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Logged on as:

Click Here
to Renew/Update your
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application

Vendor Registrations/Prequalifications

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System Vendor Number: 20234310

New Vendor Registration/Prequalification

Vendor Registrations/Prequalifications

Actions	Vendor Registration/Prequalification	Status	Submit Date	Review Date	Expiration Date	Contact	Flagged
View	Louisville Metro Government HRC Vendor Registration	Expired	10/28/2013	10/28/2013	10/28/2014		

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Logged on as:

View [Does My Firm Need to be Prequalified?](#) to determine if your firm is required to be prequalified.

Vendor Registration/Prequalification

Name	Louisville Metro Government HRC Vendor Prequalification
Description	to do business with Louisville Metro Government

Your account is in order and you can proceed to registration/Prequalification. Click **Start Vendor Registration/Prequalification** below to continue.

Then click here

Start Vendor Registration/Prequalification

Cancel

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Begin updating your
Prequalification Application
making sure to input any changes to
your company's structure

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[Description](#)

Prequalify to do business with Louisville Metro Government

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Logged on as:

Vendor Information

Primary Contact *

[REDACTED]

Company Email *

[REDACTED]@gmail.com

Tax ID Number *

656565657 (Federal Tax ID)

Company Type *

LLC



Business Profile

Company Category *

- ☐ Construction
☐ Service
☒ Supplier
☐ Construction-Management
☐ Manufacturer
☐ Other

Workforce Reporting *

- ☒ Company-wide
☐ Facility
☐ Division
☐ Operation

Number of Minority Employees *

10

Number of Female Employees *

7

Total Number of Employees *

30

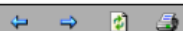
Business Classification *

Please select all that apply to your firm

- ☐ Majority Owned Business (Non-MFHBE)
☒ Minority Owned Business
☒ Female Owned Business
☐ Disabled Owned Business
☐ Non-Profit serving Predominately Minority Communities
☐ Non-Profit serving Predominately Female Communities
☐ Non-Profit serving Predominately Disabled Communities
☐ Non-Profit serving All Communities

The bottom half of your Prequalification Application includes updating the documents submitted in your previous application

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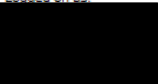
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Logged on as:



Document List

In order to submit and complete your Prequalification Application, you must provide in electronic format the applicable supporting documents. Failure to provide the required documentation will result in a process delay and/or rejection of your application.

A vendor is considered Prequalified if one (1) of the following criteria have been met; the recognized criteria and supporting documents are listed below.

Option 1: Your entity is a small business employing ten (10) or fewer employees.

Documents required to Submit:

- A list of your entities total number of current employees

Option 2: Your entity has more than ten (10) employees and a current Federally-Approved Affirmative Action Plan (AAP).

Documents to Submit:

- Attach a copy of your Federally-Approved AAP
- Attach a copy of the federal government's letter approving your plan

Option 3: Your entity has more than ten (10) employees and created its own acceptable, bona fide Affirmative Action Plan (AAP).

Documents to Submit:

- Attach a copy of your AAP

**For your AAP to be acceptable, it must contain the following requirements:*

- Results of Comparing Incumbency to Availability and Action Plan [41 CFR 60-2.15](#). Incumbency v. Estimated Availability Summary
- Placement Goals [41 CFR 60-2.16](#)
- Action-Oriented Programs [41 CFR 60-2.17, section c](#). Corrective Actions, Identification of Problem Areas

Option 4: Your entity has more than ten (10) employees, and does not have (Option 2) a Federally-Approved AAP, or (Option 3) an acceptable bona fide AAP.

Documents to Submit:

- Minority Workforce Analysis
- Female/Handicapped Workforce Analysis
- Completed Goals and Timetables Form with Corrective Actions

*** Note:** If after completing the Minority Workforce Analysis and Female/Handicapped Workforce Analysis, you find that you're underutilizing Minority, Female or Handicapped entities, a Corrective Action Plan must be submitted with your application as well.

If your entity has any subsidiaries and/or affiliates that are being included in this application, for each subsidiary and/or affiliate company a Minority Workforce Analysis and Female/Handicapped Workforce Analysis is required to be submitted with your application as well.

If you are not ready to submit this application and need more time to review and prepare the documentation, you can save a draft. Fill in all required fields and click 'Next' at the bottom of the page. On the following page, click Save Draft. You will be able to return later to finish and submit the Prequalification Application.

Instructions for attaching files » [show](#)

Attach	Document	Instructions	Download Form	Status (refresh)
Attach	Minority Workforce Analysis	See requirements above	Download	Not Attached
Attach	Female/Handicapped Workforce Analysis	See requirements above	Download	Not Attached
Attach	A list of your company's total number of current employees	See requirements above		Not Attached
Attach	Completed Goals and Timetables Form	See requirements above	Download	Not Attached
Attach	Results of Comparing Incumbency to Availability and Action Plan (41 CFR 60-2.15)	See requirements above		Not Attached
Attach	Placement Goals (41 CFR 60-2.16)	See requirements above		Not Attached
Attach	Action-Oriented Programs (41 CFR 60-2.17, section c)	See requirements above		Not Attached
Attach	Corrective Actions Form	See requirements above	Download	Not Attached
Attach	Federally-Approved Affirmative Action Plan	See requirements above		Not Attached
Attach	A copy of the federal government's letter approving your Affirmative Action Plan.	See requirements above		Not Attached

Additional Information

Attach File(s)

Attach File

Comments

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Convert Select

Human Relations - Contract Compliance and Cer...

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Logged on as: [redacted]

Vendor information

Your Email [redacted]@louisvilleky.gov
Company Email [redacted]@louisvilleky.gov
Tax ID Number 117258654
Company Type Corporation
Commodity Codes NAICS 23622 Commercial and Institutional Building Construction (More)

Business Profile

Louisville Metro Revenue Commission Tax Account Number 147258369
Company Category Construction
Workforce Reporting Company-wide
Number of Minority Employees 25
Number of Female Employees 5
Total Number of Employees 100
Business Classification Local Business
Majority Owned or Non-MFHBE

Subsidiaries or Affiliates

Subsidiaries or Affiliates No subsidiaries or affiliates

Document List

	Status
Minority Workforce Analysis Copy of Workforce Analysis Minority(1).xls (XLS, 46.00 KB)	Attached by [redacted] on 9/11/2013
Minority Workforce Analysis (XLS, 46.00 KB)	
Female/Handicapped Workforce Analysis Corrective Action Form (XLS, 46.00 KB)	Attached by [redacted] on 9/11/2013
Women/Handicapped Workforce Analysis (XLS, 46.00 KB)	
A list of your company's total number of current employees	Not Attached
Completed Goals and Timetables Form	Not Attached
Results of Comparing Incumbency to Availability and Action Plan (41 CFR 60-2.15)	Not Attached
Placement Goals (41 CFR 60-2.16)	Not Attached
Action-Oriented Programs (41 CFR 60-2.17, section c)	Not Attached
Form	Not Attached
ed Affirmative Action Plan	Not Attached
ral government's letter approving your Affirmative Action Plan.	Not Attached

Signature

Signature Pamela Horne
Title Education Coordinator
Organization Kydijor, Inc.
Signature Date 9/11/2013

☒ I am submitting this form with information that I understand to be correct and accurate

Edit Save & Submit Save Draft Cancel

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You will be able to view documents that were previously submitted,

Click on the document to update it

Make sure you complete the Signature Section

To submit your completed application, click here

Confirm your information by clicking here...

If you did not complete your application, you may also click here to save what you have entered

You will receive an update
on the status of your
Prequalification renewal

Prequalification: Review Registration/Prequalification

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Logged on as:

Vendor Registration/Prequalification

Edit

Name	Louisville Metro Government HRC Vendor Prequalification
Description	Prequalify to do business with Louisville Metro Government
Status	Pending Submission

Be careful!
This means you
have not completed
your application

Vendor Information

Edit

Primary Contact	
Primary Contact Email	
Company Email	
Tax ID Number	656565657
Company Type	LLC

Business Profile

Edit

Company Category	Supplier
Workforce Reporting	Company-wide
Number of Minority Employees	10
Number of Female Employees	7
Total Number of Employees	30
Business Classification	Minority Owned Business
	Female Owned Business

Subsidiaries or Affiliates

Edit

Subsidiaries or Affiliates

Commodity Codes

Edit

NAICS 533110 Industrial design licensing ([More](#))

Document List

Edit

Once you get to this page,
Your online Prequalification Application is
officially submitted

Vendor Registration/Prequalification: Submitted

You can review what
you have submitted,
Here

Your Prequalification Application has been submitted to Louisville Metro Government for review.
You should receive an email confirmation of your submission within minutes and a further notice once the review is complete.

You may be contacted for more information and/or references, if needed.

Prequalification does not imply that a firm meets the qualifications for Certification as an MFBE with Louisville Metro Government. Vendors must apply separately for MFBE certification.

[View Vendor Registration/Prequalification](#)

[View Vendor Registration/Prequalification List](#)

[Submit Another Vendor Registration/Prequalification](#)



**You will receive a
email notification,
once you have submitted your
Online Prequalification Application
similar to this...**

-----Original Message-----

From: notice@diversitycompliance.com [mailto:notice@diversitycompliance.com] On Behalf Of Louisville Metro Government HRC
Sent: Wednesday, September 11, 2013 11:05 AM
To: Dorsey, Stella L
Subject: Louisville Metro Government HRC Vendor Prequalification Submitted

Dear Stella:

Thank you for completing and submitting your Louisville Metro Government HRC Vendor Prequalification. We appreciate the opportunity to conduct business with a variety of vendors.

Form Name: Louisville Metro Government HRC Vendor Prequalification
Business: Kydijor, Inc.
Contact: Stella Dorsey
Submission Date: September 11, 2013

Upon review and approval of the information, you will receive a confirmation notice.

If you have any questions please email us at louisvilleKY@diversitycompliance.com.

Louisville Metro Human Relations Commission
410 West Chestnut Street
Suite 300A
Louisville, Kentucky 40202
Phone: 502-574-3631
Fax: 502-574-3577
hrc@louisvilleky.gov

<https://louisvilleky.diversitycompliance.com>

**A Compliance Officer will review
your application**

**The Compliance Officer may
contact you if more information is
needed**

**Once a Compliance Officer
approves your application, you will
receive this email notice**

-----Original Message-----

From: notice@diversitycompliance.com [<mailto:notice@diversitycompliance.com>] On Behalf Of Louisville Metro Government HRC

Sent: Wednesday, September 11, 2013 11:33 AM

To: [REDACTED]

Subject: Louisville Metro Government HRC Vendor Prequalification Approved

Dear [REDACTED]

Congratulations! Your Louisville Metro Government HRC Vendor Prequalification has been approved. Louisville Metro Government appreciates the opportunity to conduct business with a variety of vendors and suppliers.

Form Name: Louisville Metro Government HRC Vendor Prequalification

Business: [REDACTED]

Contact: [REDACTED]

Submission Date: September 11, 2013

Review Date: September 11, 2013

Expiration Date: September 11, 2014

**Your Prequalification
status will be in effect for
1 year**

Your approved Louisville Metro Government HRC Vendor Prequalification will expire on September 11, 2014. A current application is required to successfully match your business qualifications to opportunities. Once approved, your application cannot be changed; if there are any material changes to your business, please submit a new record.

View your approved Application: <https://LouisvilleKY.diversitycompliance.com/?GO=1153>

Thank you for your continued interest in Louisville Metro Government. If you have any questions please email us at louisvilleKY@diversitycompliance.com.

Louisville Metro Human Relations Commission
410 West Chestnut Street
Suite 300A
Louisville, Kentucky 40202
Phone: 502-574-3631
Fax: 502-574-3577

Done!

